

# MANAGING NATIONAL ASSESSMENT – STUDENT HANDBOOK



Rosmini College 2022



## Contents

Introduction .....	2
NCEA Overview .....	3
NCEA Level 1-3.....	3
NCEA Certificate Endorsement.....	3
NCEA Course Endorsement.....	3
University Entrance (UE).....	4
Scholarship.....	4
National Student Identification Number (NSN).....	4
Assessment Documents.....	5
Managing National Assessment – Student Handbook.....	5
Course Outlines.....	5
Assessment Tasks.....	5
Assessment Authenticity.....	6
Breaches of Assessment Authenticity.....	7
Special Assessment Conditions.....	8
Missed or Late Assessments.....	9
Sickness.....	9
Unexplained Absence .....	9
Students Representing a Sporting or Cultural Code at a Regional, National or International Level 10	
Self-interest Leave .....	10
Resubmission on an Assessment.....	11
Further Assessment Opportunities.....	11
Appeals.....	11
Recording and Reporting Assessment Results.....	12
Derived Grade for Externally Assessed Standards.....	12
Privacy.....	12
2021 NCEA External Examination Timetable .....	13
Contact Information.....	14
Heads of Departments.....	14
Senior Deans.....	15
Attendance.....	15
Important Web Sites.....	15



## Introduction

The 'Managing National Assessment – Student Handbook' will help to explain the National Certificate of Educational Achievement (NCEA) and assessment guidelines to you and your parent/s or guardian/s as you work towards gaining your certificate in 2022.

NCEA is New Zealand's national secondary school qualification and provides you with pathways to tertiary education and workplace training. This year you will be gaining qualifications through standards either at NCEA Level 1, 2, or 3 in all subjects.

This booklet contains information and guidelines that will help you to understand NCEA assessment processes and procedures. During the year, your teachers will be collecting evidence that shows you have achieved specific standards so it is important that systems for assessment are fair, valid and consistent. It is also important that you are aware of your rights and responsibilities for assessment.

The guidelines in this booklet apply to all internal assessments (e.g. practical activities, briefs, tests, and assignments) that provide evidence that you have reached the required standard. They also apply to entrance (practice) examinations and to work that you complete for other external assessments like portfolios.

By enrolling in any course, you are agreeing to complete all aspects of the course to the best of your ability. This includes both internally assessed and external examinations.

For students new to the NCEA system, it is very important to create a login to the New Zealand Qualification Authority (NZQA) website. To do this you will need your National Student Identification Number (NSN).

The NZQA site is [www.nzqa.govt.nz](http://www.nzqa.govt.nz). This site will be a primary source to locate information about your progress in terms of your qualifications.

The Rosmini College KAMAR portal should be used regularly to keep up to date with all school information regarding your academic progress. <https://portal.rosmini.school.nz/index.php>.

Myself and Ms Sarah Kemble, Associate Principal – Curriculum lead the support systems available to all students with regard to NCEA. These include credit tracking, checking academic progress, goal setting and mentoring throughout the course of the year. You or your parent/s or guardian/s are welcome to make contact with either of us at any time if you wish to discuss an issue to do with assessment.

We wish you all the best for the 2022 academic year. Work to the best of your ability, ask for help from your teachers and attend school consistently. A simple recipe for success.

Mrs. Peak  
Deputy Principal  
Assessment  
Principal's Nominee



## NCEA Overview

### NCEA Level 1-3

Your teachers will gather evidence that shows you have gained Achievement or Unit Standards. Evidence about your achievement may be collected in a variety of ways, for example, seminars, group tasks, tests, projects, examinations. Some standards may be assessed during the year (internally assessed) and others through examinations held at the end of the year (externally assessed) or by submissions of portfolios in some subjects (Arts and Technology subjects for example). For each standard attempted, you will be given a final grade or outcome.

#### **Achievement Standard Outcomes: Unit Standard Outcomes:**

Achieved with Excellence (E) Achieved (A)

Achieved with Merit (M) Not Achieved (NA)

Achieved (A)

Not Achieved (NA)

There are three levels of NCEA, depending on the difficulty of the standards achieved. At each level, you must achieve a certain number of credits, gained by completing standards, to receive an NCEA certificate. Credits can be gained over more than one year.

#### **Level 1**

NCEA Level 1 is issued once you have gained:

- 80 credits at Level 1 or higher
- 10 Literacy credits at Level 1 or higher
- 10 Numeracy credits at Level 1 or higher

#### **Level 2**

NCEA Level 2 is issued once you have gained:

- 60 credits at Level 2 or higher plus 20 credits at any level
- The Level 1 Literacy and Numeracy requirements must also be met

#### **Level 3**

NCEA Level 3 is issued once you have gained:

- 60 credits at Level 3 or higher plus 20 credits at Level 2
- The Level 1 Literacy and Numeracy requirements must also be met

### NCEA Certificate Endorsement

You require 50 credits at Excellence to gain NCEA endorsed with Excellence or 50 credits at Merit or above to gain NCEA endorsed with Merit.

Credits counting towards endorsement may be gained over more than one year and at more than one level.

### NCEA Course Endorsement

You will gain an endorsement for a subject if you gain 14 or more credits at Merit or Excellence. At least 3 of these credits must be from externally assessed standards. A course endorsement can only be awarded in one calendar year.



## University Entrance (UE)

University Entrance (UE) is the minimum requirement for you to qualify for entrance to a university in New Zealand.

To qualify you need:

- NCEA Level 3
- 14 credits at Level 3 in each of 3 subjects from the list of approved subjects

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/approved-subjects/>

- 10 Numeracy credits at Level 1 or higher
- 10 Literacy credits (5 credits in reading and 5 credits in writing) at Level 2 and above from specific achievement standards

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/literacy-requirements-2/>

It is also important that you check the entry criteria for the tertiary institution or course you want to study as some universities have their own specific entry requirements in addition to those above.

## Scholarship

Scholarship is a monetary award to recognise top students. It does not attract credits or contribute towards a qualification but the fact that a student has gained a Scholarship appears on their Record of Achievement.

The Scholarship examinations enable students to be assessed against challenging standards at Level 4 in each subject. Scholarship students are expected to demonstrate high-level critical thinking, abstraction and generalization, and to integrate, synthesise and apply knowledge, skills, understanding and ideas to complex situations.

Ms Kemble, Associate Principal – Curriculum, coordinates Scholarship entries while each Head of Department is responsible for the Scholarship programme.

## National Student Identification Number (NSN)

All students have an NSN number. This is used as a personal identification number when you complete NCEA internal and external assessments. When you log in for the first time you will be asked to generate a password. Keep your password in a safe place.

Once you have your NSN number and registered on the NZQA website you will be able to view your results, look at your Record of Achievement (ROA) and also make a request for an official Record of Achievement (ROA). You may have one of these per year free of charge.

## Assessment Documents

### Managing National Assessment – Student Handbook

At the beginning of each year, you will be given and emailed a copy of this booklet to inform you about your responsibilities relating to NCEA and provide information to ensure fair, valid and consistent assessment. You and your parent/s or guardian/s should read this information carefully. This handbook may be updated during the year to respond to any changing requirements from NZQA. You will be notified of any changes and an updated document available on the Rosmini College website.

### Course Outlines

You will receive a course outline for every NCEA course you take.

Your course outlines contain a lot of important information, including:

- A brief description of the aims/objectives/content/outcomes and other relevant information.
- A list of the achievement standards and/or unit standards against which the course is assessed.
- The number of credits attached to each standard.
- The approximate time that the standard will be assessed.
- Whether the standard is a UE approved standard or a Literacy or Numeracy standard (if applicable).
- Whether or not there will be a further assessment opportunity.

### Assessment Tasks

When you attempt an NCEA standard your teacher will issue you with an assessment task. An assessment task will contain:

- The learning outcomes and achievement criteria for the standard.
- The type of assessment (open or closed book, a supervised in-class task, portfolio, assignment etc.).
- The duration of the assessment (one timetabled period, 3 consecutive timetabled periods, three weeks etc.) and when necessary a brief statement about the expected time that you might spend on the assessment.
- Sign-posting dates (if applicable) leading up to a final due date.
- Clear instructions informing you how, where and when to hand in the assessment.
- Clear information telling you if there will be a further opportunity for assessment.
- An Assessment Schedule that provides you with a guideline of what is expected for an Achieved, Merit and Excellence grade.
- A short authenticity statement you sign upon completion of the assessment.

## Assessment Authenticity

Your teacher must be able to verify that the work submitted for assessment has been produced by you.

To meet the authenticity requirement of an assessment you must:

- Ensure all work is your own – work submitted with help from parent/s or guardian/s, tutors, or anyone else is not considered authentic work.
- Keep all drafts and working documents, and hand them to your teacher if required.
- Keep a record of all resources that have been used, including handwritten plans and websites.
- Acknowledge the source of all material in your assessment, citing whether it is a text, electronic material or people.
- Be prepared to discuss your assessment work further with your teacher, if required.
- Sign the authenticity statement upon submission of your assessment verifying that this is your own work.

### You must not:

- Copy another student's work.
- Quote material from written or electronic sources or another student without acknowledging the source (plagiarism).
- Inappropriately help another student with any part of their work.
- Allow someone else to copy your work.
- Allow someone else to do your work, or help you with it.

If the staff member responsible for marking your work has any doubts about it being your own, then this concern will be reported to the Head of Department who will conduct an investigation with the support of Ms Kemble, Associate Principal – Curriculum, and Mrs. Peak, Deputy Principal – Assessment/Principal's Nominee.

Should there be any doubt about the authenticity of the work at the end of the investigation, the work will be graded as, and reported to NZQA as Not Achieved.

Should this misconduct compromise the validity of the assessment, the assessment may be nullified for all students and a reassessment offered to those students not involved in the misconduct.

If there is any misconduct in the NZQA administered externally assessed standards, the Exam Centre Manager will report this to NZQA. NZQA will conduct an investigation and if substantiated the penalties are severe including cancellation of results and/or disqualification from entering further external assessment for national qualifications.

## Breaches of Assessment Authenticity

The conditions of both internal and practice external assessment activities, in addition to the information above, will be clearly stated in the activity instructions and will cover appropriate behaviour during the assessment. Failure to comply with these conditions will be deemed to be a breach of assessment conditions. The teacher marking or facilitating the assessment and the relevant Head of Department will investigate claims of a breach.

If a breach is proven you will receive a Not Achieved grade for the standard and your parent/s or guardian/s contacted. Further penalties may be imposed by Senior Leadership. The seriousness of the penalty will be dependent on the seriousness of the breach.

Conduct which is in breach of assessment conditions includes:

- Failure to follow the rules published prior to an assessment.
- Influencing/assisting/hindering another student or disrupting an assessment whether dishonestly, fraudulently or unwittingly.
- Attempting to dishonestly or fraudulently access information or materials not permitted in the assessment.
- Accessing information or materials or other help from another person.
- Altering assessment materials prior to seeking a review or reconsideration.
- Submitting material for assessment that is not your own, or is not verified as your own, whether dishonestly, fraudulently or unwittingly.

These rules and procedures apply to the submitter, to the original owner of the assessment material, and to any other person who may have been involved in the breach.



## Special Assessment Conditions

Special Assessment Conditions (SAC) provide extra help for approved students when they are being assessed so that barriers to achievement can be removed and they have a fair opportunity to achieve.

SAC applications are made to NZQA for students with special learning needs by Ms. De Belder, SENCO, in conjunction with Mrs. Peak, Deputy Principal – Assessment/Principal’s Nominee. Decisions are based upon referral information from a variety of outside agencies, school records and teacher referrals.

SAC examples include a time allowance, modifications to question and answer booklets, use of a computer, or the use of an examination assistant such as a reader/writer. SAC should be used for both internal and external assessments.

The school and NZQA review the provision of these SAC on an annual basis following needs analysis. Ms De Belder, SENCO, will store information on students (e.g. writing samples, relevant assessment data) to enable annual needs analysis to take place. Students are therefore not guaranteed the same special assessment conditions each year of application.

The deadline for all Year 11 and new SAC applications is the end of Week 5 Term 1.



## Missed or Late Assessments

Except in special circumstances, if you are enrolled in an NCEA course you are expected to attempt all NCEA internal assessments by the due date and time. Failure to submit on time may result in 'Not Achieved'.

If you will be absent on an assessment due date or require an extension to an assessment due date you should complete an 'Absence From or Extension for Internal Achievement Standard Assessment' form. These forms are available from Mrs. Peak's office. Valid reasons for the granting of an extension or further assessment opportunity are outlined below.

The completed form and any supporting documentation are to be handed to the subject teacher who will discuss with the Head of Department. The completed form with the final decision will be retained by the Head of Department and a copy passed on to Mrs. Peak.

An extension must be requested in advance of the assessment due date, not on the day.

**If you are absent on the day that an internally assessed standard takes place, or an assessment task is due to be handed in, the following procedures must be followed:**

### Sickness

Your parent/s or guardian/s must ring or email the school, [absentees@rosmini.school.nz](mailto:absentees@rosmini.school.nz), to explain the reason for the absence and, where possible, are expected to make arrangements to hand in the assessment on the due date.

If the assessment cannot be submitted on the due date you must complete an 'Absence From or Extension for Internal Achievement Standard Assessment' form within 3 school days following your return to school and hand this to your subject teacher.

If the missed assessment is due to an illness, a Doctor's Certificate or documentation from a health provider should be attached to the form. If you do not complete the 'Absence From or Extension for Internal Achievement Standard Assessment' form you will be awarded a 'Not Achieved' grade.

### Unexplained Absence

In cases of unexplained absence where you have not completed an 'Absence From or Extension for Internal Achievement Standard Assessment' form, a 'Not Achieved' grade will be awarded.

As a follow-up, you will meet with Ms Kemble, Associate Principal – Curriculum, and your Dean who will advise your parent/s or guardian/s of this concern.



## **Students Representing a Sporting or Cultural Code at a Regional, National or International Level**

As soon as you have been notified of your selection you must ask the organisation responsible for the selection to write to the Headmaster of the College requesting leave.

If you have any assessments due during the absence you must complete an 'Absence From or Extension for Internal Achievement Standard Assessment' form.

If there are issues with an assessment that is due during your absence Ms Kemble, Associate Principal – Curriculum and Mrs. Peak, Deputy Principal – Assessment/Principal's Nominee, will make a decision after reviewing the information. They will discuss alternative arrangements with the appropriate Head of Department and advise you of the decision.

## **Self-interest Leave**

If you plan to take self-interest leave your parent/s or guardian/s must write to the Headmaster requesting leave before the leave is taken. This is a Ministry of Education requirement.

You will need to discuss with each of your subject teachers if any assessments are due during the self-interest leave and complete an 'Absence From or Extension for Internal Achievement Standard Assessment' to confirm arrangements.

It is important you and your parent/s or guardian/s are aware that self-interest leave may result in you missing out on internal assessment credits.

## Resubmission on an Assessment

You may be offered a resubmission to correct a minor error and gain the grade of Achieved. A resubmission does not allow you to gain Merit or Excellence grades.

A resubmission opportunity will take place as soon as possible after your assessment has been completed and will be offered if your teacher judges you to be capable of discovering and correcting a minor error by yourself.

Only one resubmission can be provided for each assessment opportunity and no further teaching or learning can take place before the resubmission is attempted.

## Further Assessment Opportunities

Where manageable, and after further learning has taken place, you can be offered a maximum of one further opportunity for assessment of a standard within a year. Further opportunities for assessment provides you with a second opportunity to be assessed against a standard using a new parallel assessment task after further learning has taken place and under the conditions of assessment for that standard.

The Head of Department decides whether a further assessment opportunity will be offered for any standard. You will be told at the beginning of the year whether a further assessment opportunity is available for a standard. If offered a further assessment opportunity you will have access to all grades - Not Achieved, Achieved, Merit, or Excellence. The highest grade from either assessment opportunity is reported.

## Appeals

If you feel your work has been unfairly assessed you can appeal the grade. In the first instance, you should talk to your class teacher and ask for clarification. You have the right to discuss with your teacher any concern relating to the grade awarded for an assessment and to have the judgement statements explained, providing you initiate this discussion within five school days from the date the assessment was returned.

If you are still unhappy with your grade the following procedure will be followed:

- You should collect an 'Assessment Appeal' form from Mrs. Peak, Deputy Principal – Assessment/Principal's Nominee, and return it within five school days of the discussion taking place with your teacher.
- Mrs. Peak and the Head of Department, in consultation with the class teacher and at least one other appropriate teacher, will review the judgement. In some instances, an outside expert may be called on to verify a grade under appeal. A decision on the appeal will be made within ten working days. This decision will be final.

Your Parent/s or guardian/s have a right to be involved in this process at any stage.

## Recording and Reporting Assessment Results

Your NCEA assessment grades will be recorded accurately by the teacher of your course in KAMAR. Following the completion of the moderation process, your grades will be published and reported to NZQA through a monthly file submission.

Assessment grades will be published no longer than 4 weeks after the assessment due date. No grades, not even 'provisional' grades, will be given to you until all the associated paperwork and moderation is complete by your teacher.

You will be required to sign an 'Internal Assessment Results Check' sheet at the start of Term 4 to allow for final verification of your results. These will then be kept by Mrs. Peak, Deputy Principal – Assessment/Principal's Nominee.

## Derived Grade for Externally Assessed Standards

Your teachers will keep a record of your progress towards externally assessed standards. A derived grade will be given to you if you have been clearly disadvantaged through illness or misadventure, or your performance in an external assessment has been seriously impaired because of exceptional circumstances beyond your control.

Rosmini College must provide a grade based on pre-existing standard-specific evidence for each standard for which a derived grade is being sought. No derived grade is possible if the school holds no standard-specific evidence. Results from standards assessed in the entrance (practice) examinations will generally be used as evidence. Therefore, your school examinations are very important. A poor performance in these will directly impact your derived grade result.

## Privacy

Your personal details, entry or results data or work will be treated in accordance with the Privacy Act 1993: no personal details, entries, result data or work will be shown to anyone who does not need to see it, without your express permission.

## 2022 NCEA External Examination Timetable



2022 EXAMINATION TIMETABLE					
Exams available digitally shown in blue					
Date	Time	Level 1	Level 2	Level 3	Scholarship
Mon 7 Nov	9.30 am	Te Reo Rangatira	Physics	Business Studies	Agricultural & Horticultural Science
	2.00 pm	Chinese Chinese (Mandarin)	Media Studies	Dance	Calculus
Tue 8 Nov	9.30 am	Agricultural & Horticultural Science	Art History	Statistics	
	2.00 pm	Geography	Spanish	Te Reo Rangatira Cook Islands Māori	Drama
Wed 9 Nov	9.30 am	Lea Faka-Tonga	Mathematics & Statistics		Biology
	2.00 pm	Music	Accounting	History	French
Thu 10 Nov	9.30 am	Mathematics & Statistics		Making Music Japanese	Classical Studies
	2.00 pm	Korean	Drama	Samoan	Statistics
CANTERBURY ANNIVERSARY DAY (Fri 11 Nov)					
WEEKEND					
Mon 14 Nov	9.30 am	French	Te Reo Māori	Calculus	Samoan
	2.00 pm	Economics	Korean	Agricultural & Horticultural Science Chinese German	
Tue 15 Nov	9.30 am	Science	Social Studies		History
	2.00 pm	Samoan Gagana Sāmoa Spanish	Geography	Accounting	
Wed 16 Nov	9.30 am	Cook Islands Māori Reo Māori Kōki 'Āirani	English		Religious Studies
	2.00 pm	History	Chinese	Biology	German
Thu 17 Nov	9.30 am	English	Lea Faka-Tonga Cook Islands Māori		English
	2.00 pm	Drama	Chemistry	Health	Physics
Fri 18 Nov	9.30 am	Business Studies	History	Chemistry	Te Reo Rangatira
	2.00 pm	Biology	Music	Media Studies	Accounting
WEEKEND					
Mon 21 Nov	9.30 am	Art History Te Reo Māori	Japanese	Latin Social Studies Psychology	Chemistry
	2.00 pm	Classical Studies	Health	Economics	
Tue 22 Nov	9.30 am	Media Studies	Earth & Space Science	Drama Lea Faka-Tonga	Geography
	2.00 pm	Chemistry Chemistry & Biology	Classical Studies		Economics
Wed 23 Nov	9.30 am	Accounting		English	
	2.00 pm	Home Economics	Economics	Korean	Media Studies
Thu 24 Nov	9.30 am	German	Biology	Geography	
	2.00 pm	Dance	Te Reo Rangatira	Physics	
Fri 25 Nov	9.30 am	Physics Physics Earth & Space Science	Home Economics	Classical Studies	Te Reo Māori
	2.00 pm		German	Home Economics	Art History
WEEKEND					
WESTLAND ANNIVERSARY DAY (Mon 28 Nov)					
Tue 29 Nov	9.30 am	Japanese	Latin	Te Reo Māori	
	2.00 pm		French	Spanish	Latin
Wed 30 Nov	9.30 am	Religious Studies	Business Studies	French	Japanese
	2.00 pm	Latin	Agricultural & Horticultural Science		
Thu 1 Dec	9.30 am	Health	Education for Sustainability Samoan	Earth & Space Science	Chinese
	2.00 pm			Music Studies	Spanish
Fri 2 Dec	9.30 am	Social Studies	Dance	Art History	Earth & Space Science



## Contact Information

Rachel Peak Deputy Principal – Curriculum & Assessment/Principal's Nominee  
[rpeak@rosmيني.school.nz](mailto:rpeak@rosmيني.school.nz)

## Heads of Departments

Ms L van Wyk Accounting [lvanyk@rosmيني.school.nz](mailto:lvanyk@rosmيني.school.nz)

Mr J Manuel Art [jmanuel@rosmيني.school.nz](mailto:jmanuel@rosmيني.school.nz)

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Mr R Latch Gateway/Careers [rlatch@rosmيني.school.nz](mailto:rlatch@rosmيني.school.nz)

Mr C Moverley Geography [cmoverley@rosmيني.school.nz](mailto:cmoverley@rosmيني.school.nz)

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Mr T Hill Physical Education [thill@rosmيني.school.nz](mailto:thill@rosmيني.school.nz)

Ms Olivia Fernandez Religious Education [oferndandez@rosmيني.school.nz](mailto:oferndandez@rosmيني.school.nz)

Mrs Yushani Perera Science [yperera@rosmيني.school.nz](mailto:yperera@rosmيني.school.nz)

Mr M Broome Technology [mbroome@rosmيني.school.nz](mailto:mbroome@rosmيني.school.nz)



## Senior Deans

### Year 11

Mr. V Pygott [vpygott@rosmini.school.nz](mailto:vpygott@rosmini.school.nz)

### Year 12

Mr. M Broome [mbroome@rosmini.school.nz](mailto:mbroome@rosmini.school.nz)

### Year 13

Ms K Bellis [kbellis@rosmini.school.nz](mailto:kbellis@rosmini.school.nz)

### Year 13 International Dean & Assistant Principal

Mr. E Elgoyen [eelgoyen@rosmini.school.nz](mailto:eelgoyen@rosmini.school.nz)

### Deputy Principal responsible for Curriculum and Pastoral Year 11-13

Mrs. R Peak [rpeak@rosmini.school.nz](mailto:rpeak@rosmini.school.nz)

## Attendance

Mrs D Pryde

[absentees@rosmini.school.nz](mailto:absentees@rosmini.school.nz)

## Important Web Sites

Rosmini College

<http://www.rosmini.school.nz/>

NZQA

<http://www.nzqa.govt.nz/>